

DARTMOUTH TOWN COUNCIL
MINUTES OF THE MEETING OF DARTMOUTH TOWN COUNCIL HELD IN THE COUNCIL
CHAMBER OF DARTMOUTH GUILDHALL ON MONDAY 4TH NOVEMBER 2019

- PRESENT:** Cllr: G Webb (Mayor)
Cllrs: M Baillie; N Bodinnar; C Campos; D Case; A Edsall; G Evans; T de Galleani; S Hibbert; R Rendle; D Shepherd; M Webber; D Wells; L Williams; G Yardy.
- IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Administrator: R Searle; Town Sergeant: R Lambden; The Reverend Prebendary: W Hazelwood; Sgt David Crofts; County and District Cllr J Hawkins; District Cllr H Bastone; Dartmouth Visitor Centre: K Perrow; Dartmouth Chronicle: E Baker and 18 members of the public.

Prayers were read out by Father Will Hazlewood before the meeting

PART I - Open to the Public

93. MAYOR'S ANNOUNCEMENTS

The Mayor announced the standard emergency evacuation procedures. He requested that mobile phones and other devices be set on silent or turned off. Anyone intending to record any part of the meeting was asked to declare this.

94. APOLOGIES FOR ABSENCE

Apologies were received from Dartmouth Town Councillor R Lyon.
Also, to note that apologies were received from District Councillor R Rowe.

95. DECLARATIONS OF INTEREST - To receive Councillors' Declarations of Interests.
Cllr de Galleani declared an interest in the Old Market.

96. PRESENTATION FROM THE DARTMOUTH UNITED CHARITIES

David Flowerday spoke about the Dartmouth Trust and the three interrelated charities.

The wealth for the trust came from the Roman Catholic Church prior to the reformation. A trust was set up for the benefit of the church and the poor that was run by the Dartmouth Corporation.

He spoke about the difference between Dartmouth Trust and Dartmouth United Charities. Dartmouth Trust cannot spend the money, it looks after the money and gives the returns that come from the money to the Dartmouth United Charities, the Ecclesiastical share and the Public Purposes share. Dartmouth Trust must distribute the money to these three charities.

Dartmouth Trust is like a Pension Fund, it looks after the money by investing it to benefit the specified beneficiaries. Dartmouth Trust cannot do anything else with the money and it must be distributed to the three charities in a prescribed way. The Dartmouth Trust invests the endowment in a way that sustains its value in real terms. From the money, Dartmouth United Charities gets ½, the Ecclesiastical Chair (the Church) gets 1/3 and Public Services (The Town Council) gets 1/6.

Dartmouth United Charities run the Almshouses and give assistance to those in need. There are a total of 19 flats and 5 family houses, with planning permission in for a further 4 flats. Dartmouth Trust hopes to add to the Dartmouth United Charities stock of houses and flats, with 1 or 2 new purchases a year.

The Ecclesiastical share is for the maintenance of the three Anglican Churches, which are all kept to a very high standard.

The Public Purposes share is the Councils share, which charity commission gives detailed guidance on what is deemed to be charitable. Last year, Public Purposes received just over £100,000 from Dartmouth Trust.

The endowment is worth around £12 million pounds, with an annual income of around £600 thousand pounds.

Dartmouth Trust would ask that the Council bear in mind the nature of the trust when nominating Cllrs.

Cllr Williams asked if the rents were at a market value or set at a reduced rate for residents in financial need? David Flowerday replied that he believed they were at a reduced rate that was substantially lower than social housing, but he didn't know definitively as he was not from Dartmouth United Charities, who run the rental houses and flats. David Gent, a member of Dartmouth United Charities replied that the alms-house rents are substantially lower than social housing as they are controlled by the Alms house Association.

Cllr Shepherd asked about the Public Purposes share and how the money is spent and monitored by Dartmouth Trust? David Flowerday replied that the Charities Commission do an audit of what the money has been spent on every 10 years and that the Trust and Dartmouth Town Council discuss what the money can be used for.

The Mayor thanked David for his presentation.

David Flowerday left the meeting.

97. PRESENTATION FROM VISIT SOUTH DEVON

Services provide by Visit South Devon include;

- Visit South Devon and Discover Dartmouth websites
- Social Media profiles for Visit South Devon and Discover Dartmouth
- Bloggers for both websites

- Look after all the PR activity
- Produce a destination guide for South Devon
- Deliver E-marketing and Social Media campaigns
- Host an image library
- Launching a group travel campaign to encourage tour operators and wholesalers to the area

Headline activity of Visit South Devon;

- Visit South Devon website gets 1.3m sessions per year, with a 10-15% growth per year
- Produce the Visit South Devon A5 guide, around 100,00 a year which is distributed nationally and internationally
- Have commissioned a PR agency, which brings journalists to the area and delivers around 2/3 press releases a month about what you can do in South Devon

Consumer data base is just over 8,000 consumers who receive information every month telling them what they can do in South Devon.

Visit South Devon is a membership organization that is part funded by Teignbridge District Council. Remaining revenue comes from Tourism businesses who join as a member. Currently they have around 250 members.

Visit South Devon also manage and maintain the Discover Dartmouth website and social media accounts. They deliver online and offline marketing campaigns for Dartmouth and do that through dealing with businesses looking at national markets and press visits to Dartmouth.

Visit South Devon work in partnership with Dartmouth Visitor Centre, a percentage of the profits from the website are used for funding them.

Cllr Campos explained that she was working on communications and that she would like to get in contact to talk further about promoting Dartmouth.

Cllr Case asked if the Visit South Devon website and the Discover Dartmouth website were linked to the Dartmouth Town Council website. Visit South Devon stated that the link was on the Dartmouth Town Council website.

Two members of Visit South Devon left the meeting.

98. QUESTIONS TO THE MAYOR BY MEMBERS OF THE PUBLIC

A gentleman from Newlands Town Council in Hampshire introduced himself and welcomed the opportunity to sit in on a Council meeting.

A member of the public spoke about the disgraceful state of Dartmouth, especially the weeds along the Embankment and wanted to know what the Council was doing about it as it was having a detrimental effect on tourism in the town. He spoke about

appointing a Cllr who would oversee tourism and the state of the town. He spoke about a bench that was in a terrible state out at the Castle, that needed to be reported.

The Mayor thanked him for reporting it and spoke about the grounds team who have been working in the town and out at the Castle Estate.

Cllr Hawkins asked the member of the public to point out any County or District Council matters to him and he will try and get the issues dealt with for him.

99. TO RECEIVE THE REPORTS FROM

- **Devon & Cornwall Police**

Sgt Crofts thanked Dartmouth Town Council for the invite to the meeting and introduced himself and said that he was the Sgt for Dartmouth and the surrounding area and that he had been stationed in Dartmouth for 4 months.

He explained that the previous Sergeant would come with crime figures and although it was important to have this information, he explained that he would be withdrawing from delivering these, as a website link has been emailed out to all Cllr's which shows all the recent crime reports in Dartmouth and the surrounding area. - <https://www.police.uk/devon-and-cornwall/DEV.4001/crime>

Sgt Crofts spoke about crimes at the Food Festival, saying an iPad had been stolen from a stall and that it was quickly found and recovered. Whilst searching the individual's bag, other items, such as clothing were found from other shops and stalls.

The Sgt would like to set up the Cllr Advocate Scheme in Dartmouth. This would involve;

1. One Cllr who is passionate about being a proactive communicator between the public and the police, a volunteer who would meet with the representatives from the Police, the Community Safety Partnership, the Police Crime Commissioner and any other volunteers who were invited. This would give an opportunity for communities to raise issues and for the Police to say what they had been and would be doing.
2. Quarterly reports to the Council from the meetings
3. A monthly newsletter and press releases
4. Access to a named person in the Police Commissioner's office
5. Bespoke materials that were tailored for the area, not just for Devon and Cornwall.
6. Access to campaign material, e.g. stranger danger and fireworks safety.

Cllr Hibbert said that she was already the representative for the Police.

Policing in Dartmouth had increased, there were now two Police Officers and a PCSO. Dartmouth now has a Community Responder who is contracted to

work for 21 hours per week who is shared with the Fire Service. He is currently in training and will soon be able to work independently.

Sgt Crofts asked about addressing the issue of needles in the parks around Townstal. Cllr Webber said she raised this at the Parks and Open Spaces meeting as she had had residents complaining to her about the problem. Sgt Crofts said he had never seen any needles in the area and that there had been plain clothed police officers conducting checks who had not found evidence of needles in the park either. The Police had also spoken to the street cleaners who said that no needles had been found.

Sgt Crofts spoke about the report of an individual hanging around the park. This individual has been spoken to, but it would be unlikely that this individual would be seen up there again.

Sgt Crofts spoke generally about drug taking at the park and said that there was a plan in action to try to help deal with the situation.

Cllr de Galleani said she had been approached by a parent who wouldn't let her children go to the skatepark on their own because of suspicious activity. Cllr de Galleani had also had reports that kids of around 14/15 years old were avoiding the skatepark for the same reasons.

Cllr Williams mentioned two men who were regularly waiting around in the seated area of the Rugby Pitch for other people, for perhaps a drug deal. Sgt Crofts stated that he was aware of this and expressed concern that part of the Park and Ride Car Park needed to be looked at.

Cllr de Galleani spoke about a homeless man who was sheltering from the rain in Lidl's and who had been sleeping outside in the bad weather for three nights. Sgt Crofts said that he was aware of this man.

Cllr Webb (Mayor) said there was more than one homeless person in town and it was discussed with the Sergeant that a conversation could take place outside of this Council meeting to help the situation.

Cllr Campos asked if the Sergeant thought that Dartmouth had a massive problem with crime. The Sergeant said that Dartmouth was probably one of the safest places and crime was at a minimum.

Cllr Case asked if the Community Responder was a pilot scheme. Sgt Crofts stated that it was and this it would still be for another 3 months.

Cllr Edsall said he didn't expect the Sergeant to come to the Full Council meeting every month, but that the visit had been enlightening and that he would like the Sergeant to come once every few months if possible.

- **County & District Councillor**

Cllr Hawkins said he would send through the report to be included in the minutes. – Appendix A

He apologised for missing last month's meeting, but he had got married. Cllr Hawkins had been appointed the Governor of the Torbay and South Devon Healthcare Trust in May 2019 by Devon County Council. There had been a number of meetings over the past few months and that the Governors were committed to the new build Medical Centre at Norton and that a planning application would be put in over the next few months.

General Elections were coming up and the people who were standing, need to be made aware that Dartmouth had some real issues that needed addressing. This should be thought about when voting happens for MP's. Meeting with Graham Bailey from Stagecoach, along with Cllr Yardy and Jess Pinder. This was a constructive meeting that emphasised the need for a bus to Torbay Hospital from Dartmouth that would serve the local villages, like the beloved 111 bus used to do.

Cllr Evans was finding out the costs for that proposal and then there would be a follow up meeting in the next couple of months to get funding from DCC.

Cllr Hawkins thanked the Mayor in advance for coming along to the unveiling of the bus shelter named in honour of ex Dartmouth Councillor Iris Pritchard.

Mayflower 400 were having continued discussions with SHDC about replacing the benches at Bayards Cove, and were looking for 15-20 benches overall. Proposal was to replace the wooden benches with new metal and recycled benches that are easier to maintain and would hopefully have a Mayflower symbol on them. SHDC were also considering repairing the cobbles on the Cove.

Youth Genesis would like to thank Cllr Hibbert for all her help with the Youth Provision in the town and the Town Council for the refurbishment of Ivy Lane. Youth Genesis would like to invite the Councillors to come to the Youth Club on a Thursday night, as this would help councillors to understand what the youth of this town wanted.

Cllr Hawkins then spoke about Ivy Lane being given back to the town for the youth. He stated that while he knew that the Council must make revenue from the centre, the refurbishment hadn't been conducted with the youth in mind, as they wanted to have a space to call their own and they liked to kick a football about. He asked for the basketball hoops to be put back up on the walls of Ivy Lane.

There had been a number of meetings with Fusion at the Leisure Centre to start Youth Leisure Nights again in January. The three district Cllrs had given £500 to help with this.

There had also been a number of meetings with Baker Estate about the future of West Dart, which was an exciting project for Dartmouth. The new roundabout would be built towards the new year.

Devon County Council have begun resurfacing works in Dartmouth and the surrounding parishes. Work will take place in Dartmouth on The Embankment, Higher Street and Lower Street in the next few weeks. DCC have a good website where you could report potholes, broken streetlights, missing signs which flags them up immediately.

DCC will be considering a new traffic regulations order for 2020. This meant that you could add yellow lines or take them away. Councillors were keen to release the parking restrictions from six monthly to 12 monthly which he realised was a controversial issue.

Homelessness, there is a dedicated team at SHDC who try to get rough sleepers off the street and out of the Castle Estate and Norton playing fields to somewhere. Homelessness needed to be reported to Cllr Bastone or Cllr Hawkins so that help could be given.

Working to make all SHDC buildings dementia friendly.

SHDC can award grants for Gas Central Heating and a more economical green warmth for 240 residents in the South Hams. This was for private householders earning under 35k income or a private renter.

Cllr Williams asked if a tenant was having problems could they use the scheme. Cllr Hawkins stated that if it was social housing the landlord would be responsible.

Cllr Edsall asked what the timeframe for traffic orders was and Cllr Hawkins replied that it would be discussed in the next six months and implemented in the next 12 months.

Cllr de Galleani asked about Victoria Road which was like a river during the inclement weather last Thursday, with water running off the fields, lifting manhole covers and around 2 inches deep in places.

Cllr Hawkins spoke about the amount of rain that had been had in the last few weeks and how this was responsible for it.

Cllr Williams said that she thought Devon Highways had cleared the drains since then but it had rained again, and Victoria Road had not flooded.

Cllr Webb said that this was a regular, yearly occurrence and the problem was the cars going up and down the road and spraying water over people walking down the road.

Cllr Hawkins added that he would have Highways coming to Dartmouth in the next few weeks and that he would ask Cllr Webb to attend the meeting and that the drain was cleared regularly.

Cllr Hawkins left the meeting

- **District Councillor/s**

Cllr Rowe's report was circulated to all Cllrs and is also Appendix B below

Cllr Bastone's report is below Appendix C

Cllr Bastone gave his thanks for all the support for the South Coast Rowing event.

He added how fantastic the arch looked in the Royal Avenue Gardens that the Old Dartmothians had renovated.

Cllr Bastone has attended the Community Partnership meetings mentioned by the Sgt Crofts and found them very helpful.

He had attended seminars on fraud and securing your data at Buckfast Abbey.

Car parking permits had now been frozen by SHDC as they had realised that they were issuing too many permits for the car parks. A major study was going to be undertaken about it.

The ex Air Cadet hut next to Ribeye had been handed back to SHDC. SHDC were looking for suggestions about how this space could be used. This could be leased to a community group, to youth services, used for affordable housing or it could be sold. The long-term plan was to move industry away from the middle of the Townstal estate and into a more organised place.

Devon Climate Change Emergency was being set up and a Devon carbon plan had been launched. A net zero task force had also been launched to help with this. If information was needed, Cllr Bastone would forward it on.

Recycling at Christmas information had been distributed on the SHDC website and Facebook. This was a useful guide that stated what could be recycled.

Saving the World through Climate Change. There was a letter from a member of the public, asking that the lights on the Embankment could just be used for festivals/events instead of all the time.

Cllr Edsall asked for further info on these four items;

- 1) Council tax reduction scheme 2020-21
- 2) Information on the Town Centre Strategy
- 3) Planning enforcement updates (Clerk could send but they are confidential)
- 4) Cllr Rowe's report stated that SHDC voted for the decision on Public toilets to remain the same. Cllr Bastone stated that there was a consultation on public toilets, as it was not a statutory requirement, and were costing SHDC around £7-800k a year, a major survey had been taken to decide which ones were underused and should be closed and which ones should remain open. There was a proposal to drop that plan, but when it went through SHDC it was agreed that they would continue with the plan that they had.

Cllr Edsall pointed out that the toilets in South Town were marked for closure on the 30th of September 2019 and that this was SHDC policy at the moment. He also added that DTC had written a letter proposing to take over these toilets. Cllr Bastone said that information was being compiled on the Manor Garden toilets at this time and if DTC had not received a reply in the next month then they should ask him to find out.

Cllr Yardy asked about the car parking permit review and how DTC could help with this. Cllr Bastone said that SHDC were undertaking a survey of

parking permits, looking at the cost of them, if they are being undersold and if there are too many being sold. The details had not been set for the survey, but it would be going out for public consultation at some point.

100. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 7TH OCTOBER 2019

Members reviewed the minutes of the previous Town Council meeting

Proposed: Cllr de Galleani

Seconded: Cllr Wells

Resolved: That the minutes were confirmed as a true record.

All Cllrs were in favour.

101. TO DISCUSS THE OUTCOME FROM THE SMOKING SURVEY, AND THE CORPORATE PROPERTY COMMITTEE MEETING ON WEDNESDAY 16TH OCTOBER 2019

Cllr Shepherd said a solicitor had said the ban was a grey area because there was not a roof on the Market. The law had been brought in, in 2011 and nothing had been done by the previous Council until last year, when the ban was rushed through, with no consultation with the traders or thought for the impact it would have on their trade. When the traders took on their leases smoking was permitted outside the cafes and in other areas and then it was taken away from them at the beginning of the year.

Cllr Rendle said that he didn't smoke but that the town advertise alfresco eating and although smoking was bad, we were not a police state. Cllr Rendle wanted to propose that no smoking be strictly enforced in the Buttermarket.

Cllr Evans stated that he did smoke but had heard no feedback on what would happen during a big event in the Market and would this cause a loss of revenue.

Cllr Williams asked if the ban was continued in the Market area, would it encourage people towards the entrances to smoke which may put customers off entering the Market.

Cllr de Galleani said that the Market was a premise as DTC paid rates, so it was illegal to smoke there. The law stated that people who go to work should be protected from second-hand smoke. She asked for the insurance to be up to date in case anybody sued DTC if the smoke affected them.

Cllr Shepherd asked who had checked the insurance from 2011 to this year with regards to smoking and why had the ban only come in this year to the Market Square. She added that this had been rushed through without consulting the traders, who the Council have a responsibility to.

Cllr Case added as a point of clarification that she had looked at the Corporate Property minutes from 17th October 2016 where it was agreed that signs would go up in the Market. This showed that it has been discussed and acted on a few years ago and not just recently.

Cllr Edsall said he didn't think this information was black and white and that he was lightly to abstain.

Cllr Yardy said he'd like to speak to retain the ban, especially from a health and wellbeing perspective, but also if people were working in the Market and developed lung cancer, what proof would we have of a duty of care had been provided.

Cllr Webber asked how the ban would be policed if it was kept in place?

Cllr De Galleani said that a number of shop owners hadn't stopped smoking, nor had the cafes and some Cllrs had carried on smoking in the Market. Some of the stall holders did not want the Market to be smoking again and they were also part of the Market, not just the shopkeepers. The whole of SHDC grounds was now non-smoking, and the whole of the BRNC would be no smoking from next year.

Cllr Williams added that when the tenants took on the units smoking was allowed, particularly for the café owners who had a separate sitting out license. She suggested that the tenancies have now changed and that their rents should be reviewed. She also said that she was a smoker and enjoyed sitting outside in the sun at a café in the Market enjoying a cigarette and that the smoking ban was pushing trade away and that we shouldn't ask tenants to enforce the ban. She also added that in a survey of users of the Market, the vote was predominantly to lift the ban. Cllr Ballie stated that there were only 66 responses to the smoking survey in the Market out of the whole population of 5,000 people in Dartmouth.

[original draft text] Cllr Case spoke about the three different surveys and that nobody was happy with any of them. [approved text] Cllr Case sought clarification on whether the three different surveys had resulted in any clear findings.

Cllr Rendle said that he would like to propose that the ban was lifted from the Market but not in the Butter Market.

Proposed: Cllr Rendle

Seconded: Cllr Evans

Resolved: That there is strictly no smoking in the Butter Market and that the ban be relaxed in the main part of the Market until the law changes.

7 Cllrs were in favour of lifting the ban: Cllrs: Rendle; Williams; Hibbert; Shepherd; Campos; Edsall; Evans.

6 Cllrs were in favour of keeping the ban: Cllrs Case; de Galleani; Wells; Yardy; Baillie; Bodinnar

2 Cllrs abstained: Cllrs Webber & Webb.

Resolved: That the smoking ban be lifted.

102. TO APPROVE THE MINUTES AND RECOMMENDATIONS OF THE FOLLOWING COMMITTEES:

- **General Purposes Committee meeting on Monday 14th October 2019**
Cllr De Galleani said that she had a problem with item 20 on page 3 of the minutes in relation to the Communications Plan, which was agreed at this meeting but was also on this Full Council Agenda, it was agreed to approve these minutes minus item 20, page 3.
Proposed: Cllr Bodinnar
Seconded: Cllr Williams
Resolved: That the minutes be approved and confirmed (except item 20 Communications Plan) as a true record.
All Cllrs in favour
- **Personnel Committee meeting on Tuesday 15th October 2019**
Proposed: Cllr Case
Seconded: Cllr de Galleani

Resolved: That the minutes be approved and confirmed as a true record.

14 Cllrs approved

1 Cllr abstained

- **Corporate Property Committee meeting on Wednesday 16th October 2019**

Cllr de Galleani said that she had a problem with item 48 because the smoking ban was discussed prior to this item and the decision has now been overturned.

Cllr Case asked about clarification on the Castle Estate parking issue and asked if parking charges were going to be re-introduced or if the nature of the bays were going to be discussed.

Cllr Williams said that this was discussed at the last Corporate Property meeting. The Clerk received some information from SHDC that showed that the revenue had been going down year on year. Cllr Webb had suggested that the car park be turned into disabled only as other cars can park for free on Castle Road at present.

Cllr Rendle said that if the Council turned the car park into disabled only, it would be putting the cars back onto the road. He suggested that the number of car parking spaces be reviewed and then look at repainting the spaces.

Cllr Webb said that the proposal was to discuss the fact that 150 cars park on the road anyway but there was only provision for one disabled parking space. This would ensure that those who do not need the disabled parking would have a short walk to the café and the Castle and would encourage more people to visit the café and the estate.

Cllr Rendle would like to propose that the Council change the parking to three disabled spaces.

Cllr de Galleani proposed that this issue be taken back to be discussed at Corporate Property.

Proposer: Cllr de Galleani

Seconded: Cllr Rendle

Resolved: That parking at the Castle Estate goes back to be discussed at Corporate Property Committee

Proposer: Cllr Williams

Seconded: Cllr Campos

Resolved: That the minutes be approved and confirmed (except item 48 - smoking in the Old Market and item 50 – parking charges at the Castle Estate) as a true record.

- **Finance Committee meeting on Monday 21st October 2019**

Cllr Edsall asked to discuss item no 39, the Dartmouth Business Club grant for air quality and Cllr Evans asked that this item be removed and discussed at the next Full Council meeting or Finance Committee meeting.

Cllr Case offered an update on item no 41 to discuss upgrading Coronation Park for use by the Devon Air Ambulance at night as a community landing site. The Council had been given the grant, they do not need to apply for it

only accept it, which had now been done. The grant money would run out at the beginning of next year around March time. The Clerk confirmed that the remainder of the money for this upgrade can be taken from the Public Purposes share of the Dartmouth Trust money the Council receives.

Proposed: Cllr Evans

Seconded: Cllr Shepherd

Resolved: To remove the item about air quality and for this to be discussed at the next Full Council meeting or Finance Committee meeting.

Cllr de Galleani had an issue with item 46. The Rules and Regulations of Coronation Park and Royal Avenue Gardens should go to the Parks and Open Spaces Committee and not to the Market Working Group an.

Cllr Campos said that she agreed with this.

Proposed: Cllr Evans

Seconded: Cllr Edsall

Resolved: That the minutes are approved and confirmed as a true record.

14 Cllrs approved

1 Cllr abstained

- **Planning Committee meeting on Tuesday 22nd October 2019**

Cllr Evans reviewed the minutes from the meeting.

It can be noted that the Planning Committee has delegated powers in respect of planning recommendations.

Cllr Evans wanted to bring Cllrs attention to item 51 and requested approval to send a letter to from South Hams District Council to ask for clarification on a couple of issues ahead of the next Planning Committee meeting.

Proposed: Cllr Shepherd

Seconded: Cllr Evans

Resolved: That the minutes are approved and confirmed as a true record and that a letter be sent asking for further clarification with regards to Planning issues from SHDC.

14 Cllrs approved

1 Cllr objected

Parks & Open Spaces Committee meeting on Monday 28th October 2019 Cllr

Cllr Wells reviewed the minutes from the meeting.

Proposer: Cllr Wells

Secunder: Cllr de Galleani

All Cllrs approved

103.TO DISCUSS THE COMMUNICATION PLAN – Cllr CC

Cllr Campos asked if everyone had had a chance to read the Communications Plan, and everybody said they were happy with it.

Cllr Case said she was happy with everything but wanted clarification that all requests for the website/social media and Council communications would not go through a single Cllr when she felt it should go through the Office.

Cllr Edsall understood it as one Cllr would take responsibility so that the office was not swamped by Cllrs.

Cllr Campos stated that she would collate the information and give it from one point, but that she would not have the final say, the staff would.

Cllr Rendle said he thought that clarity was needed when approving what was being said. He felt that they needed to be watertight as comments made, represented the sixteen Cllrs.

There was praise from Cllrs for the work that Cllr Campos had done in bringing this together.

Proposed: Cllr Campos

Seconded: Cllr Edsall

Resolved: Agree the Communication Plan but with a proviso that Cllrs sit down with the Clerk to tighten up the exact proposal that can then be voted for by email.

All Cllrs approved

104.TO UPDATE ON THE NEIGHBOURHOOD PLAN – Cllr GE

Cllr Evans said that meetings for the Neighbourhood Plan were ongoing, one of the things that had to be sorted out this month was to validate the terms of engagement and then bring them to the next Full Council meeting to get them approved.

105.TO DISCUSS THE RECENT COUNCILLOR PHOTOGRAPHS AND CREDITING THE PHOTOGRAPHER FOR WEBSITE USE – Cllr CC

Cllr Campos said that the Council had been given the offer of having free photos taken. When the photos arrived, they had a large watermark advertising the person who had taken them. Cllr Campos thought that this was inappropriate for the Council Website. Cllr Campos suggested that the photos be put up without the logo and a photo credit be given under each one on the website which was normal practice.

Proposed: Cllr Campos

Seconded: Cllr Case

Resolved: That the Council offer the photographer a credit on the website, but without the logo.

13 Cllrs approved

1 Cllr objected

1 Cllr abstained

106.TO UPDATE ON THE COUNCILLOR CLINICS – Cllr GE

Cllr Evans said that the last clinic had been very successful at the Townstal Community Hall. It had been proposed that another Clinic be held in the hall in a few weeks' time before Christmas in the day and another after Christmas in the town.

107.TO UPDATE ON THE HEALTH AND WELLBEING WORKING GROUP – Cllr GY

Cllr Yardy said that the NHS had published more info about the Health & Wellbeing Centre, but unfortunately the project was already delayed.

Pre-planning was due in February 2020 with the view to occupancy in Autumn 2021. This document was circulated to Cllrs via the Clerk.

Attended a meeting with South West Coaches and provided input to the new Stakeholders group.

The PPG was due to be held on November 6th.

Parking analysis was ongoing in terms of the impact that the Health & Wellbeing Centre would have on the Park & Ride.

There had been a proposal about fitting defibrillators into phone boxes. This had gone to Cllr Webb.

Cllr de Galleani said she had received an email that WSP newsletter saying that “our South West and West team have been invited by the healthcare provider to bid for a new £3.5 million Health and Wellbeing Centre in the South Hams Trust and Local Council. Separate MEP and CS’s submissions have been requested and a new GP surgery, drop in centre, coffee shop adjacent to the Park and Ride in Dartmouth Devon.”

Cllr Yardy asked to see this information and Cllr de Galleani obliged.

108. TO DISCUSS THE PROPOSAL THAT FUTURE TOWN COUNCIL AUDIO RECORDINGS ARE PUBLISHED ON THE WEBSITE – Cllr CC

Cllr Campos said that the Council had been thinking about posting videos and sound recordings of meetings on to the website, to make them more accessible to people. Cllr Evans spoke about licenses for audio recordings and said that he’d come back with more information on this. He said he would look into pod casting.

Cllr Williams suggested that the Clerk contact the Totnes Clerk as they are already doing this, and it is lovely. The Clerk stated that she had contacted them, and that Totnes do them separately on SoundCloud. Both Cllr Campos and Cllr Evans said that this wasn’t a good idea and would investigate other ways of providing audio recordings of the meetings.

Cllr Webb proposed that this be moved for more discussion and to bring it back to a future Full Council meeting once more information was available.

109. TO DISCUSS AND AGREE THE FORMATION OF A WORKING GROUP TO INVESTIGATE AN ALTERNATIVE TO LITTLE COTTON CARAVAN PARK – Cllr RL & GE

This item was postponed to another meeting.

110. TO RECEIVE REPORTS FROM AND PUT QUESTIONS TO REPRESENTATIVES ON PUBLIC BODIES AND ASSOCIATIONS

There were none

111. TO ANSWER QUESTIONS FROM MEMBERS

Cllr Case said in line with posting audio recordings on our website, that we would also need a Data Retention policy for recordings and communications.

112. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Cllr Campos said that she would be able to report back on findings and recommendations to the Dartmouth Mayflower 400 group.

Cllr Hibbert said she would like a discussion about Ivy Lane to be brought forward.

Cllr Evans said that he would like a discussion about CCTV to be brought forward.

Proposed: Cllr Webb

Seconded: Cllr Rendle

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

The Clerk and the Administrator left the room

PART 2 – Confidential

113. TO DISCUSS WAYS OF WORKING WITHIN DARTMOUTH TOWN COUNCIL

There was a lengthy discussion about ways of working within Dartmouth Town Council.

Proposal: That the Council seek external arbitration using a specialised company.

14 Cllrs approved

1 Cllr abstained

APPENDIX A

From County & District Councillor Jonathan Hawkins

During the past month we have had many and varied meetings both as County and South Hams and with residents

Being a newly appointed Governor of Torbay and South Devon Health Care Trust I am still finding my feet We had a number of meetings and one in particular with the Chair of Governors

This was very helpful and I am reassured that Governors and Staff of the Trust are committed to the new build at Norton A planning application is to be put in over the next few months The Trust is one of 3 of the Countries 44 that are struggling with their budget and if anyone sees a candidate for the General Election please remind them of their duty of care to our residents in Dartmouth

Last week we had a meeting with Graham Bailey from Stagecoach in Exeter Cllr Yardy and Jessica Pinder was present We emphasised the need of a better connection with Torbay Hospital via the route to Totnes and Marldon The old 111, we are awaiting coatings from him and will then go to County to see how we can lobby for funding from them

As a footnote can I thank the Mayor who is to unveil Iris's bus shelter in Collingwood road on Friday

Mayflower 400 and Bayards Cove

Negotiations are continuing to replace with new benches the proposal is to replace all the benches with black metal and recycled slates with a Mayflower 400 emblem The Council has also had a generous offer to repair the cobbles which is also being considered

Youth Genesis

Can I thank you as a Town Council on the refurbishment of Ivy Lane I really would ask you to visit the centre one Thursday and see what goes on and talk to the youth about what they want from their Youth Centre I have emailed your Clerk on a number of occasions and I am concerned that this building was given to Dartmouth Town Council by Devon County for the

Youth of our town The refurbishment seems not to have taken their needs seriously This is their space, you as a Council spends/ support other Groups but not Youth properly I welcome that you are considering giving Youth Genesis an annual grant This is really needed to ensure Youth Genesis do not walk away from Dartmouth And all the hard work, knowledge built up over 5 years would be lost The service is run by Volunteers which I am one Sir Philip Hume has given them a very generous grant to help with fixtures, and on going costs Can I please ask you to commit to continue to allow ball games etc in the Hall, and put up the two basket ball nets please Can I ask so ask for you to sort out the fire safety as at present the fire doors do not work

Continuing on Youth Provision, Youth Leisure nights will start again at the Leisure Centre in January All 3 District Cllrs have given £500 to help achieve this, and on going meetings are taking place to ensure all the Centre is open including the Pool

West Dart, all 3 of us are meeting managers from Bakers Estates on this exciting project, road works are to start I believe in the coming months, with provision of a new roundabout at Sainsbury's

Devon County I am pleased to report are doing a number of re surfacing works in Town and surrounding parishes Embankment? lower street and Higher street are to be done next few weeks Reminder Devon County have an excellent on line reporting system On here you and residents can report pot holes, street lights, missing signs etc

TRO 2020

Suggestions from you for this would be appreciated We will be looking to change some of the current winter order for next year to allow areas to ease winter short term parking

Homeless

As the Executive Member for Homelessness with Cllr Bastone, we have a dedicated team at South Hams, if you know of anyone that needs help or assistance please let us know Last week we were able to help one resident and he was put into immediate temporary accommodation

Dementia Friendly

South Hams is proposing to become the first Devon Council, to achieve this at our December Meeting Officers are working to ensure all our buildings and services are dementia aware

Warm Home Fund

You may have seen a press realise concerning this, recently South Hams have been lucky to get a grant that hopefully will help over 230 homes The grant is for any gas households that have an under £35,000 income The grants are for new boilers and central heating and are available to hone owners and private rented properties

APPENDIX B

COUNCIL REPORT FROM ROSEMARY ROWE TO 31ST OCTOBER 2019.

During the last month or so we have had a The Full Council Meeting, O/S & Exec. Meetings where main items on the agenda have included.

Climate change, (A working group has been set up to look at this.)

Finance and balancing the budget for the coming year 2020/2021 and how to close the gap. (We will be holding workshops to look at this.)

Refuse collections, (how the new Operators are getting on.)

Planning breaches and Enforcement orders. (We have been going through the list within our local areas.)

Public toilets.(The Council voted to keep with the decision previously made)

Points of particular interest include Waste food being placed in grey bins. A 1/4 of the contents of grey bins is waste food which should be in the brown bin. This means that 1 in 4 lorry loads of refuse for non recycling is in the wrong lorry. Think about what you put where to help us achieve higher targets and save money.

Slapton Line. Is now becoming a serious issue – If the road goes again it cannot be replaced in situ. We hope the road will be in place for many years but we need to prepare for what may happen in the future. Funding has been secured from E.A., D.C.C., & S.H.D.C. to have an Officer/Manager to work locally to ease traffic issues & facilitate positive changes to prepare for the loss of any part of The Line /A379 Road.

Electric Charging points. To be installed in Devon's larger communities, including Totnes, Ivybridge, Kingsbridge, Salcombe & Dartmouth.

Dartmouth Lr Ferry. The winter rota starts on the 28/10/2019. Works which will affect services start 18/11/2019 resurfacing works in the areas where the ferry operates. Please check when using this service.

Please remember to have your Flu jabs; this will help to reduce numbers at A. & E. At our hospitals.

APPENDIX C

REPORT FROM CLLR HILARY BASTONE

October Report

1st Audit Viewpoint – A training Seminar on Audit provided by the South West Audit Partnership:

- Culture and Ethics.
- External Audit Reform.
- The Future of Internal Audit.
- Looking at the Horizon.
- Fraud – Should we be worried?
- How Secure is Your Data.

2nd Attended a meeting of SHDC Extended Leadership Team.

Assets update meeting.

Weekly meeting with Chief Exec, Deputy Exec and Leader.

3rd Surface-Go training.

Standards Training.

4th to 11th Holiday in Austria.

16th Executive Briefing.

Joint meeting with WDBC Leader and Deputy Leader.

17th Overview & Scrutiny:

Verbal Update the recent Information Commissioner's Office Decision.

Executive Forward Plan.

(a) Council Tax Reduction Scheme 2020/21

Accommodation Strategy - Update Presentation

Review of Fees and Charges for 2020/21

Locality Service Update.

Town Centres Strategy.

Task and Finish Group Updates:

(a) Leisure Review.

Annual O&S Work Programme.

Pay and Display Machine Update.

Executive Briefing.

23rd Assets update meeting.

Finance update meeting.

24th Weekly meeting with Chief Exec, Deputy Exec and Leader.

Planning Enforcement update for Dartmouth, Kingswear and Stoke Gabriel.

30th Accommodation Working Group meeting.

Assets update meeting.

Weekly meeting with Chief Exec, Deputy Exec and Leader.

31st Dementia Friendly Council initiative Group meeting.

Executive:

Public Question Time.

Executive Forward Plan.

Budget Update report for 2020/21 onwards.

Plymouth and South West Devon Supplementary Planning Document.

Statement of Community Involvement.

Car Parking permits.

Langage Update Report

Presentation on the Community Infrastructure Levy.

Exec informal meeting on housing, hotels, etc.

Waste Partnership Board meeting.

APPENDIX D

COMMUNICATIONS PLAN FOR DARTMOUTH TOWN COUNCIL

Council communications need to be a two way flow of information via a number of channels such as public meetings, notice boards, local press, website and social media. With the work of the council affecting the day to day lives of people, who live and work in Dartmouth, it is vital that they are kept informed of the work the Council is doing on their behalf and for them to communicate to the council the issues that concern them.

This document will primarily cover outward facing communications from the Council to the town. I will touch on the council's desire to make it easier for residents to communicate with the council but this initiative is being spearheaded by a couple of my colleagues, who would be better placed to present work being done to improve access to the council by residents.

What we need to ensure is that this two way information exchange flows as freely as possible!

CURRENT SITUATION

As one would expect from a modern Town Council DTC has its own Facebook page and website, however neither is being used to its full potential.

FACEBOOK PAGE

The DTC Facebook page is a great resource for instant communication but currently has very little input from the Town Councillors. I would like to see a regular Councillor Diary (perhaps posted on a Friday afternoon) detailing what Councillors have been up to that week. For example, Mayor Webb has organised seating for elderly residents at this week's D-Day Commemoration, Councillor Evans organised the removal of the broken boat from Bayard's Cove and has asked for the weeds there to be sprayed and benches bolted down. Small

actions at this stage, but ones that will make a difference to the town and should be attributed to the Council. This is true accountability.

I would also like to see my fellow Councillors submitting posts to the DTC page regularly. While I'm not advocating all 16 being made admins there is no reason why councillors shouldn't be able to post content on the town councils page. The biggest challenge with social media is coming up with fresh content – hopefully all of us can help with that. However, Councillors will NOT be able to post directly and will need to send their posts to Katie Brown.

I'm not entirely au fait with the technology involved in staging a Live Q&A session on Facebook in the same vein as Boris Johnson's PMQ's but I think it's an exciting way to engage with the town's people and increase traffic to our page.

DTC WEBSITE

I would like to see more news pages on the site, but these will need to be generated by the councillors themselves and sent onto Katie Brown for posting. In addition, a regular "Quick Fire Questions" feature where all are asked the same set of questions, which can be answered via email, is already in hand. In addition, links to videos or audio files of Council meetings should be posted on the DTC website and Facebook page. July's meeting has had 386 views, so there is clearly an appetite to view Council meetings via YouTube.

We could also solicit contributions from non-Councillors e.g. updates on the neighbourhood plan from Robert Brook and including interviews with worthy citizens such as Town Sargent Ron and Town Crier Les would also broaden out our content offering.

DARTMOUTH CHRONICLE

Not everyone in Dartmouth will be able to access the internet and some rely on the more traditional ways for news and information. The Chronicle is a much loved and respected Dartmouth institution. I am hoping that they will be open to helping us to factually inform their readers on what the council is doing on their behalf. The Chronicle has expressed interest in hosting a regular Councillor column however there are a couple of caveats. We could not use it to publicise councillor activities as these would need to be fact checked and verified so it would be more of an opinion piece. This is fine but there will need to be a rider which states the column is the opinion of Councillor XXX and does not represent the view of DTC. All councillors would be able to contribute a column but the final decision on whether to publish it would rest with the Chronicle. I wouldn't expect an independent news outlet to be the council's mouthpiece and I'm quite sure there will be times when the paper will be critical of the Council. That's free speech and keeps public servants accountable. We would be open to holding briefing meetings so as to ensure the paper is not handicapped by deadline issues i.e. Electronic and paper news to be published simultaneously. We will hopefully have the chance to test this out with the announcement of the Neighbourhood Plan committee.

NOTICE BOARD

Very old school but people use it. It's most important to make sure it is kept up to date. Once documents have expired they must be removed promptly. This could be another home for our Councillor Diary. Further to a meeting with Charlie and Katie; we are going to see if the Market Noticeboard along with one at the Royal Avenue Gardens toilets could be pressed into service for Meeting Agendas and other announcements. Cllr Dawn Shepherd has offered to update the noticeboards by Townstal and the Community Hall. It has also been requested at a Councillor Clinic that Councillor contact details are displayed out the Guildhall offices.

SUGGESTION BOX

Why not try one in the council office reception? It might be worth seeing if it's used or not than take a view on whether to retain it.

SPREAD THE WORD

A plea to everyone here including my fellow councillors – please like and share as much as you can from the DTC Facebook page !

FUTURE ITEMS

Our most pressing need is to get information flowing freely and openly from Council to Town and back again. My suggestions will at least improve one way traffic and we are working as fast as we can facilitate the flow of information back to us from the Town.

APPROVAL PROCESS AND CENTRALING COMMUNICATIONS

As a public body anything communications from the council must be scrutinised for factual accuracy in addition all stakeholders must be aware of what is being communicated. Therefore we need to setup an approval process and pass all communications relating to council business through that channel. I would like to put myself forward as the Communications Councillor with the responsibility for co-ordinating all outgoing council communications and acting as part of the approval process which should include Charlie and Katie.

Factual and informative posts do not need to be subjected to an approval process. These would include : items that we receive from SHDC (e.g.: rubbish collection) or DCC (e.g.: road closures), information from the Police, lost property handed in, info on boats in the boatfloat, info on boats in the dinghy park, call out to relatives when benches are being replaced and photos on what our gardening team are up to,

Also emergency posts should be posted ASAP i.e.: Katie recently posted about the shop above Joules when the tiles/masonry fell off.

In addition in order to smooth internal communications a separate councillor email protocol will be drafted and circulated.

Cllr Cathy Campos

3/09/19